

**GREATER RAMSEY WATER DISTRICT
REGULAR MEETING**

January 8, 2009

DIRECTORS PRESENT: Paul Becker, Doug Mohr, Avis Lowe, Jay Klemetsrud, Cindy Brown

DIRECTORS ABSENT: Les Windjue, Kerwin Borgen

OTHERS PRESENT: Nels Halgren, Sally Burkle – GRWD

The meeting was called to order at 8:00 a.m. by Vice President Becker at the Greater Ramsey Water District office.

Minutes from the December 4, 2008 meeting were reviewed. Motion to approve the minutes was made by Klemetsrud, seconded by Brown and with all directors voting aye, **motion carried.**

Manager Report

- **Annual Meeting Planning** – Halgren reviewed the format of the annual meeting agenda and summarized his report to the members. The financial reports have not been compiled yet at this time and Burkle will send out to the directors prior to the meeting. The directors will meet ½ hour ahead of the annual meeting to review the agenda and reports. Bartlett & West has sent \$100 for cash door prizes at the meeting. Two nominations forms have been received from incumbents Windjue and Becker. The directors, acting as the nominating committee, reviewed the nominations and election process. Motion by Mohr, seconded by Klemetsrud to submit to the membership the nominating committee report recommending Windjue and Becker's names be placed on the ballot for re-election at the annual meeting. Additional nominations are allowed from the floor. All directors voted aye and **motion carried.**
- **Water Expo /Awards** – Expo is scheduled February 3-5, 2009 in Bismarck. January 21 is the advance registration deadline. Directors interested in attending were asked to coordinate with Burkle. A reminder email will be sent closer to the deadline; rooms have been reserved for board members.
- **New Truck Specs** – Halgren presented the board with the state bids on new pickup trucks. Lacina's truck is due to be replaced in 2009. Motion by Klemetsrud, seconded by Brown to solicit a written proposal from the local dealers that will include trade-in of the existing truck and bring proposals to the next meeting for consideration. All directors voted aye and **motion carried.**
- **Sump Pump Review** – Halgren reported flows in the sewer system have decreased in the last month. A map of the sewer system was reviewed outlining the various areas of the system with results from previous inspections indicating how many sump pumps were noted. Halgren indicated the main problem area is Frison and Highway 20 South around the lake. The automated meter reading system program for rural water will provide GRWD personnel access to many of the homes and a sewer inspection will also be completed in conjunction with the meter program. Flows will continue to be monitored and the goal is to get this completed before spring. There is not as much problem on the west side of the lake with many of the homes not needing sump pumps.
- **Project Updates**
 - î **Eagle Bend** – Some preliminary planning work has been completed for water and sewer infrastructure to a new development area. The potential dike work being proposed by the Corps of Engineers dependent upon lake

levels may impact this development and plans have been put on hold at this time.

- î **Prairie Wood** - The development is not moving forward at this time on options for delivery of rural water service as the developer still owns many lots and does not want to undertake the outlay of cash. Project is currently on hold and may be reviewed at a later date if circumstances change.
- î **Tri-County** – This connection has been working well and Halgren reported this is a good time of the year to push water in that direction. Tri-County is currently using more water than anticipated and is using GRWD water for the hog barn to “flush” the line and take out the new pipe smell and taste. All bac-t tests have passed and training at the booster station has been completed. The SCADA installation remains to finish the project. GRWD is able to monitor the discharge pressure from the treatment plant and can tell when their booster is running.
- î **Roads Acting as Dams** – Current plans to build up the road from Camp Grafton to the hill near the Acorn Ridge area will not be affecting GRWD’s sewer lines. Should the road be built up to an elevation of 1460, this would affect GRWD.
- î **AMR** – Another supply of radios have been ordered and staff will begin installation on the remainder of the radio read area. Halgren has printed up a map of the read area and once the radios are received, appointments will be made to install the equipment around the Devils Lake area.
- **RCWRD Accounting** – Currently, Burkle serves as Secretary/Treasurer for Ramsey County Water Resource District and is using GRWD computer and facilities to perform accounting functions for their operations. In prior years the audit for both entities were reported together as the Water Resource District was the authorized entity for management of the rural water and rural sewer systems. This changed when Greater Ramsey Water District was created as a separate water district. The accounting/payroll programs being used are similar to GRWD’s and as long as both programs are installed on the same computer, RCWRD receives and pays a “2nd entity” rate on the annual support. Burkle also attends the RCWRD meetings once each month during GRWD’s normal operating hours and either makes up the time or uses annual leave. Motion by Mohr, seconded by Lowe to acknowledge and authorize RCWRD’s continued use of the computer and facilities as long as Burkle serves as Secretary/Treasurer. All directors voted aye and **motion carried**.
- **Employees Evaluations** – Annual evaluations will be completed this week and employees informed of annual raises. Halgren inquired on manager’s evaluation and process for his evaluation. Motion by Mohr, seconded by Klemetsrud to have the President and Vice President conduct the manager’s annual evaluation. All directors voted aye and **motion carried**.

Office Manager Report

- **2007 Audit** – Each of the directors received a copy of the completed 2007 audit. The 2008 audit is scheduled for April, 2009 and will be finalized at an earlier date. The audit report was reviewed and comments about the District’s financial position made by Mohr. Analysis and recommendations in the report were also reviewed. Motion by Brown, seconded by Lowe to accept the 2007 audit, note the recommendations and take corrective action to establish a fraud risk management program. All directors voted aye and **motion carried**.
- **CD Rate Quotes & Renewal from December 9 & 19, 2009** – Renewal rates were reviewed and a copy of the rate bids on file with the minutes.

- **Accounts Payable** – Listing of the accounts payable was reviewed. Motion by Lowe, seconded by Klemetsrud to authorize payment of the accounts payable as listed. All directors voted aye and **motion carried**.

TOTALS	<u>WATER</u> 42,304.15	<u>SEWER</u> 8,376.73
January 2009 Acctg	1497.00	

- **Financial Report** – Financial information of the District for December and year end was reviewed. Motion by Lowe, seconded by Brown to approve the financial report. **Motion carried** unanimously.
 - î Budget Amendments – Motion by Klemetsrud, seconded by Mohr to approve the following budget amendments to reflect unanticipated costs during 2008:
 - 501 fund – Construction (501-04340-671) - \$33,864.95 – Grahams Island final project; cost share of high cost user construction
 - 521 fund – Administration costs increased by \$1,827.62 to \$42,945.05 to reflect actual time; and
 - 526 fund – Administration costs increased by \$1,828.47 to \$42,945.90 to reflect actual time. Upon vote, all directors voted aye and **motion carried**.
- **2008 Reserve Funding Review** – The reserve accounts for the water system were reviewed and discussed. No allocation needs to be made for 2008 as all reserve accounts are funded as required by loan contracts.
- **Pledge of Assets Report** - Account balances and security pledging through December 31, 2008 were reviewed. Mohr updated the board on FDIC coverage changes. Motion by Mohr, seconded by Klemetsrud to approve the pledge of assets report. All directors voted aye and **motion carried**.

There being no further business, the meeting adjourned by motion at 10:45 a.m.

Minutes Approved: February 9, 2009

Les Windjue, President (Signed by President Paul Becker, newly elected president)

Sally Burkle, Office Manager (Signed)